



UNIVERSITI TEKNOLOGI MARA

ELS104: WORKPLACE PROFICIENCY

Course Name (English)	WORKPLACE PROFICIENCY APPROVED
Course Code	ELS104
MQF Credit	3
Course Description	This course is introduced to students with intermediate English language proficiency. It aims to improve communication skills by using appropriate grammar in academic and professional settings. Students are exposed to sentence structure commonly used in professional context. Through this course, students are able to apply the correct form of grammar at the workplace.
Transferable Skills	Ability to transfer knowledge of grammatical rules and features in academic and professional settings verbally.
Teaching Methodologies	Lectures, Web Based Learning, Simulation Activity, Peer Practice, Collaborative Learning
CLO	CLO1 Execute grammatical rules and features in various discourses for workplace communication proficiency CLO2 Construct written and verbal discourses by employing English grammatical rules and features for workplace communication proficiency CLO3 Demonstrate effective communication in constructing written and verbal discourses for workplace communication proficiency
Pre-Requisite Courses	No course recommendations
Topics	
1. Parts of Speech 1.1) Nouns 1.2) Pronouns 1.3) Verbs 1.4) Adverbs 1.5) Adjectives 1.6) Determiners 1.7) Conjunctions 1.8) Prepositions 1.9) Articles	
2. Tenses 2.1) Simple Past Tense 2.2) Past Continuous Tense 2.3) Past Perfect tense 2.4) Past Perfect Continuous Tense 2.5) Simple Present Tense 2.6) Present Continuous Tense 2.7) Present Perfect Tense 2.8) Present Perfect Continuous Tense 2.9) Simple Future Tense 2.10) Future Continuous Tense	
3. Types of Sentences 3.1) Simple Sentences 3.2) Compound Sentences 3.3) Complex Sentences 3.4) Compound-Complex Sentences	

4. Phrases and Clauses

- 4.1) Noun Phrases
- 4.2) Adjective Phrases
- 4.3) Prepositional Phrases
- 4.4) Verb Phrases
- 4.5) Adverb Phrases
- 4.6) Phrasal Verbs
- 4.7) Relative Clauses
- 4.8) Noun Clauses
- 4.9) Adverb Clauses

5. Direct and Indirect Speech

- 5.1) n/a

6. Active and Passive Voice

- 6.1) n/a

Assessment Breakdown		%	
Continuous Assessment		100.00%	

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	Role Play	10%	CLO1
	Presentation	Role Play	20%	CLO3
	Presentation	Role Play	30%	CLO2
	Test	Grammar Test 1	20%	CLO1
	Test	Grammar Test 2	20%	CLO1

Reading List	Recommended Text	• Anne Seaton 2013, <i>Focus On Grammar</i> , Scholastic [ISBN: 9789814133272]
	Reference Book Resources	<ul style="list-style-type: none"> • Noel Burton-Roberts 2016, <i>Analysing Sentences</i>, 4 Ed., 10, Routledge New York [ISBN: 978-113894734] • Betty S. Azar, Stacy A. Hagen 2016, <i>Understanding and Using English Grammar, Sb with Answer Key - International Edition</i>, Pearson Education ESL [ISBN: 9780134275253] • Raymond Murphy 2015, <i>Essential Grammar in Use</i>, 4 Ed., Cambridge University Press Cambridge [ISBN: 9781107480537] • Raymond Murphy 2015, <i>English Grammar In Use with Answers and CD ROM</i>, 3 Ed., Cambridge University Press Cambridge [ISBN: 978110753930]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	